Participant audio will be muted for static or other distracting noises on the line. You can type your questions into the chat box. The chat box is located on the right side of the screen. If it has a plus (+) sign next to the word "Chat" you can click on the plus sign to expand the box and enter your question or comment.

Session Objectives
1. Grant management basics
2. LSTA/reporting changes
3. Report Requirement
4. Prior approvals and amendments
5. Grant monitoring
6. Best practices

During the session we will look at:

1. Grant management basics, such as how to accept the grant
2. Changes in the LSTA Grant program and new reporting requirements
3. When the interim and final reports are due and what's expected in the reports
4. Prior approvals that are needed before purchasing an item and when and how to apply for an amendment
5. What is grant monitoring and why and how is it conducted.
6. Best practices that help bring projects to successful conclusion.
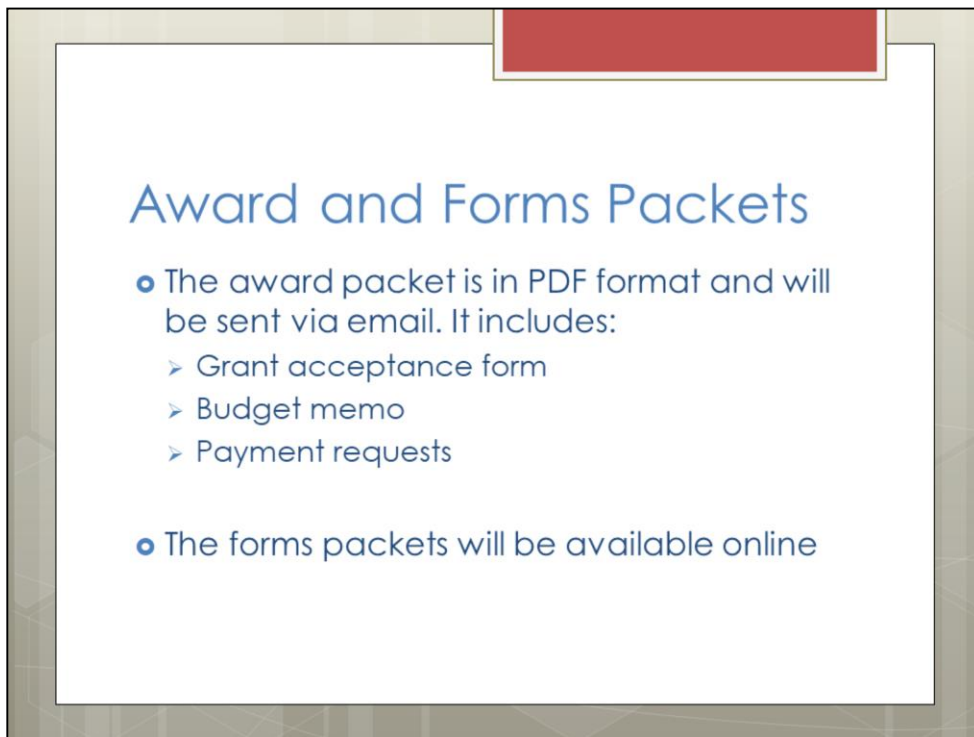
Accepting the Grant

- Sign and return one copy of the grant acceptance form
- Retain a copy of the signed grant acceptance form in your file
- Grant documents can be returned via email, fax or mail:
  - Email Address: LSTA@sos.mo.gov
  - Fax Number: (573) 751-3612
  - Mailing Address :
    - LSTA Grants Officer
    - Summer Library Program
    - Missouri State Library
    - 600 West Main Street, P.O. Box 387
    - Jefferson City, MO 65102-0387

To accept the grant, you need to sign and return the grant acceptance form to the State Library within 10 business days of receipt. Be sure to keep a copy of the signed grant acceptance form in your files as well. Typically we see the Library Director signature on this form, but the signee may vary based on your library's bylaws on who is an authorized signer.

By accepting the grant funds, recipients agree to be bound by all applicable public policy requirements, many of which were included by reference in the grant application and award packet. Failure to comply with these requirements may result in suspension or termination of the award and government recovery of funds. Failure to comply could also result in civil or criminal prosecution.

Award and Forms Packets

- The award packet is in PDF format and will be sent via email. It includes:
  - Grant acceptance form
  - Budget memo
  - Payment requests

- The forms packets will be available online

The award packets are in PDF format and will be sent via email later this week. The packet contains the grant acceptance form, a memo letting you know the awarded budget breakout, and payment request forms customized for your library.

You may submit the Request for First Payment when you anticipate you will need to begin spending those funds within 45 days. The second payment may be submitted along with the first interim report **as long as you** anticipate spending into those funds within 45 days at that time. Note, the payment request forms are ONLY available in your award packet.

Be sure to include your name and grant project number on each report. Don't forget to submit the request for final payment form from the award packet when it is time to submit the final report.

The forms packet will be available on our website on the LSTA grants page under the heading LSTA Grant Report Forms section.

Please make note of these important dates. DO NOT PLACE ANY ORDERS OR PURCHASE ANY MATERIALS BEFORE May 1, 2018. IF YOU DO, THOSE COSTS BECOME A LOCAL EXPENSE; LSTA FUNDS CANNOT BE USED FOR THEM.

Note two interim reports are required for the long-term grants. If you haven't already done so, mark the report deadlines on your calendar to help you keep track of these important due dates. Be sure to monitor the project's scope and budget very carefully.

The grant period end date is April 30, 2019. **All services should be rendered and all items received and operational by this date.**

The final report is due May 31, 2019. By this date, all funds should be spent.

It is fine to submit the final report early as long as you have adequate data with which to assess project impact.

Promotional Efforts

o **Acknowledgement Text:**
"This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State."

o **Social Media Funding Acknowledgement:**
-use the hashtag #IMLSgrant, which is followed by IMLS
-When mentioning on Facebook: @Institute of Museum and Library
-When mentioning in a tweet: @US_IMLS

o **See the IMLS Communications Kit at** https://www.imls.gov/grants/grant-recipients/grantee-communications-kit

In your grant agreement, there is language to use to acknowledge the funding source for your project. Promotional items such as newspaper articles, flyers, brochures, and surveys must acknowledge the grant funding.

The full IMLS acknowledgment text is: "This (project/publication/activity) is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State"." It is permissible to use a shortened statement when there are space constraints. If this is needed, IMLS prefers that you drop the phrase Library Services and Technology Act instead of Institute of Museum and Library Services.

Please note, IMLS recently implemented new rules for acknowledging grant funding when promoting projects on Social Media. In this case, IMLS requires:

• **The use of the hashtag #IMLSgrant, which is followed by IMLS**
• **If the library promotes a grant funded project or program on Facebook it is required to acknowledge IMLS through the use of   @Institute of Museum and Library Services.**
• **If the library promotes a grant funded project or program on Twitter it is required to acknowledge IMLS through the use of   @US_IMLS .**

The Institute of Museum and Library Services has a Communications Kit to guide you in your promotional efforts. It includes:

• IMLS acknowledgement requirements
• The grant announcement process and how to benefit
• Tips for sharing your news with the public
• **And** IMLS logos, including their appropriate use

CHANGES IN THE
LSTA GRANT
PROGRAM

When to Survey Participants

o Survey Patrons:
- When project has an instruction/program involved
- When the project involves content acquisition

o Survey Staff:
- When project has a training component
- When the project involves educational software
- When the project involves planning and/or evaluation

The Institute of Museum and Library Services (also known as IMLS) has developed new, mandatory survey questions to help libraries gather meaningful project data that can then be used for comparison nationwide. We have revised the sample surveys in the application to include these required questions.

Libraries may add additional questions to the sample surveys, as long as they maintain all of the required questions, as well as the IMLS acknowledgment. If you alter the sample survey, you must have the new version approved by Missouri State Library staff. Those surveys can be sent for approval with the grant application, or they can be sent for review at a later date if they were not ready by the application deadline.

I encourage you to review the new survey guidance document **under the Other LSTA-Related Resource section of MSL webpage.**

Changes in Report Requirements-Certification

MISSOURI STATE LIBRARY – LIBRARY SERVICES AND TECHNOLOGY ACT
LIBRARY SERVICE IMPROVEMENT GRANT
REPORT CERTIFICATION PAGE

Grant Project Number:

Grantee Name:

Project Director:

Name of person(s) making this report:

Phone number with area code:

E-mail address:

1. Total grant funds spent as indicated on the Final Financial Report:

2. Total local funds spent on the project as documented on the payment summaries:

3. Total number of people affected by the project during the grant period:

4. Target audience. Select all that apply.

All ages	Ages 0-5	Ages 6-12	Ages 13-17
Ages 18-25	Ages 26-49	Ages 50-69	Ages 70+
Intergenerational groups (excluding families)		Families	Immigrants/Refugees
Low income		Unemployed	People with disabilities
Library Staff, Trustees, or Volunteers		People with limited functional literacy or information skills	Non/Limited English-speaking persons

5. Was the grantee subject to a Single Audit during the project grant period (i.e. received $750,000 or more in federal funds)?

REPORT CERTIFICATION: By my signature, I believe the narrative report is correct, accurately describes what happened during the grant period, and realistically assesses the impact the project had on library use and operation. I further believe the financial report and payment summary are correct, and that all items listed in the payment summary are for the purpose set forth in the award documents.

X _____
Signature of Authorized Individual

Title of Authorized Individual:

Date:

There will be changes in the questions asked in the final report form. There is now a Single Page Certification. The Financial and Narrative signature lines have been relocated to the Certification Page. An example of the new Certification page is provided on the Screen.

The interim and final report forms are going through some final edits and will be posted on the MOSL website next week.
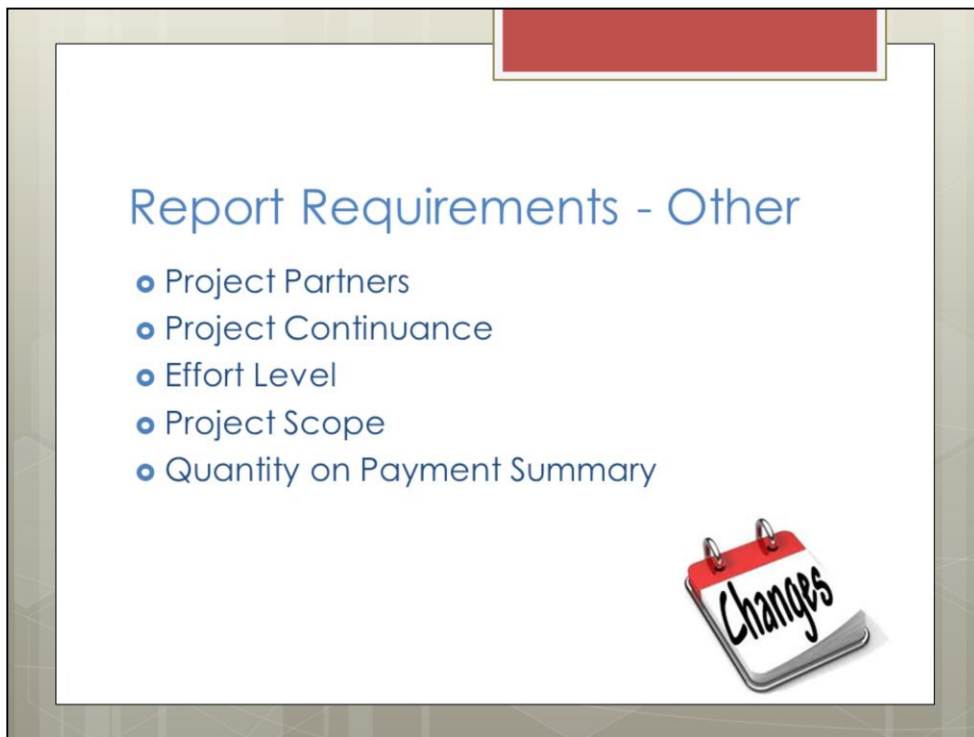
Report Requirements - Outcomes

- Specify Evaluation Methodology Used

- Different Detail on Outcomes
  - Still reflects changes in the benefactor
  - Adds a quantifier

- Importance of Findings

The report forms also ask you to identify the evaluation method used to assess project impact. You have options of Survey, Review of Statistics (the statistics you gathered), Interviews/Focus Groups (can be formal or informal with staff or with patrons), Participant Observation, or Other which you have to describe (Please describe).

Outcomes still look at changes in attitude, knowledge, skills, behavior, life situation, etc. of a person, but you now have a quantitative element as well. When a survey is used, grantees are required to summarize the survey results. For example, if you did pre- and post- surveys, maybe you found prior to project implementation 20% of users were satisfied with the computers available compared to 73% after the new computers were installed.

Importance of Findings is where you describe what the changes mean to your patron, staff, community, etc. For example, you could say review of the outputs and outcomes showed there was improved customer satisfaction post-project implementation. And perhaps you might also conclude providing technology and software to meet current patron needs and expectations helps the library stay relevant to the community.

Report Requirements - Other

- Project Partners
- Project Continuance
- Effort Level
- Project Scope
- Quantity on Payment Summary

PROJECT PARTNERS: Leveraging partnerships has taken on increased importance with IMLS, and you will now be asked to list all project partners, including where they are located. So, for example, if the WIC Clinic in your community helped to promote the availability of the library's new early literacy stations to their customers, you would list them as a partner.

PROJECT CONTINUANCE: You will be asked if the project will continue after the grant period. If so, describe how it will continue? For example, the project may continue in that the computer and software purchased through the grant will continue to be available for use.

EFFORT LEVEL: Will the level of effort change when the grant period ends. If so, how will it change? Perhaps your level of effort will be to perform regular updates and maintenance yourself or you will purchase an annual maintenance contract for the equipment using local funds.

PROJECT SCOPE: Will the scope of the project change following the end of the funding period?

PAYMENT SUMMARY: A Quantity column has been added to the payment summary so you can report the number of items purchased such as books.

Recently Reinforced by IMLS

- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, limited English proficiency, or national origin

Link to Limited English Proficiency Guidance:
http://s1.sos.mo.gov/CMSImages/LibraryDevelopment/IMLS%20Guidance%20on%20Limited%20English%20Proficiency.pdf

Per guidance from the Institute of Museum and Library Services, grants and contracts awarded from LSTA funds must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs. An example of an accommodation is having a Spanish language translator available at your story times. Additional information is available at the link on the screen.

Report Requirements

Report Requirements

o **Payment Request Forms**

➤ First and second payments
  • Full payment amount
  • Items must be encumbered before requesting a payment
  • Second payment cannot be requested before at least one interim report has been submitted

➤ Final Payment
  • Enter exact final payment amount
  • Submit with final report

First payment cannot be requested until all of the following conditions are met:

•The grant period has started

•You have actually ordered items or contracted services

•You need to make payments with those funds within 45 days

The second payment cannot be requested before at least one interim report has been submitted and you need to make payments with those funds within 45 days.

Be sure your request for final payment is based on actual costs. If a local match is involved, be sure you round down the LSTA share to the nearest penny. If you do not spend all of the funds you were awarded for allowable costs, adjust the final payment total by subtracting the amount not spent (the "LSTA Unspent Balance" on your financial report) from the final payment total. In the event you did not spend all of the funds from the first and second payments, remaining dollars will need to be returned to the State Library. Be sure your request for final payment is based on exact costs, and Do NOT round.

Please remember to submit your Final payment request with your final report!

Report Requirements

o Financial Report

> List only LSTA funds in the columns

> Use exact costs, rounded to the nearest penny

Budget Category	LSTA Amount Approved	LSTA Amount Spent This Period	LSTA Amount Spent to Date	LSTA Unspent Balance (To be subtracted from final payment amount)
Consultant Fees				
Equipment (items with a single unit cost of $5,000 or more)-25% minimum local match required. 50% local match for items with a per unit cost of $10,000 or higher)				
Technology and Software (25% minimum local match required)	$9,876.00	$9,874.17	$9,874.17	$1.83
Furniture for Accessibility Purposes				
Personnel, including salaries, wages, and benefits				
Services	$525.00	$526.83	$526.83	-$1.83
Supplies	$100.00	$52.00	$97.00	$3.00
Travel				
Indirect Cost Rate				
TOTAL				$3.00

Please describe any relevant funding issues:

On the Financial Report:

Financial Report- (Compares the Budget Memo to actual LSTA expenditures)

Under the *LSTA Amount Approved* column enter the amounts awarded in each category as listed on the Budget Memo in the award packet.

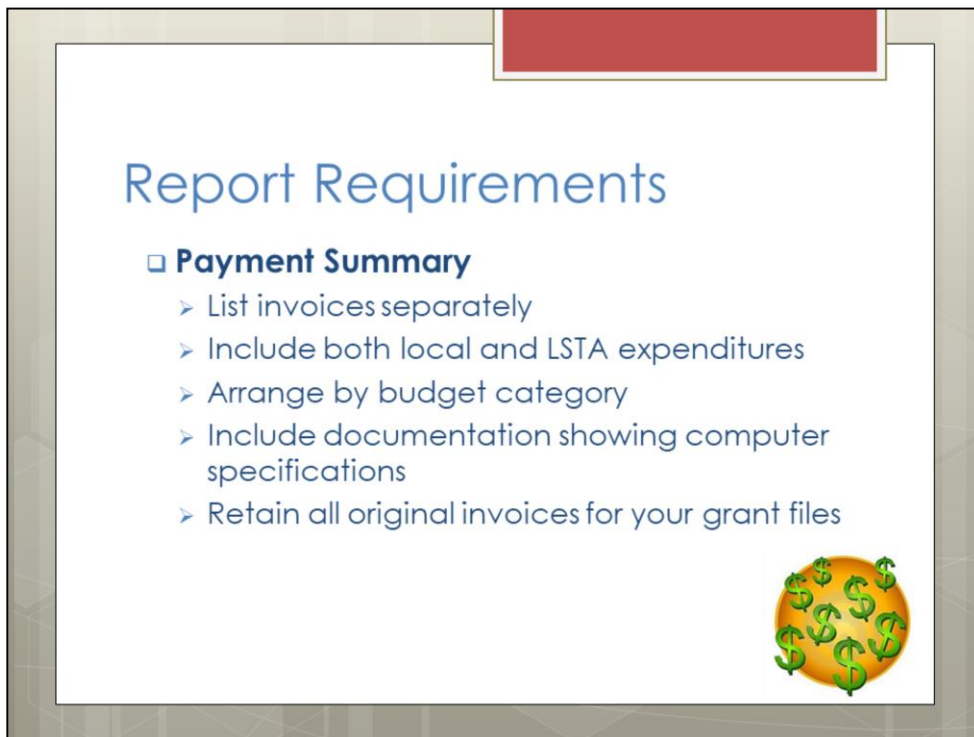*LSTA Amount Spent This Period*—List LSTA amounts spent during the reporting period for each category.

Total LSTA Amount Spent to Date—List total amount of funds spent to date in each category, including the amount in LSTA Amount Spent This Period. The example on the screen is completed as if you are submitting the INTERIM report, so LSTA Amount Spent This Period and LSTA Amount Spent to Date have the same dollar amount.

LSTA Unspent Balance—List what is left to spend. (LSTA Amount Approved minus Total LSTA Amount Spent to Date)

In the LSTA Amount Spent, report only LSTA funds spent in the column. Please use EXACT figures. Do NOT round.

The difference between the LSTA Amount Approved and LSTA Amount Spent is reported in the LSTA Unexpended Balance Column.

At the bottom of the page describe any changes to the budget or other relevant funding issues

Report Requirements

❑ **Payment Summary**
  ➢ List invoices separately
  ➢ Include both local and LSTA expenditures
  ➢ Arrange by budget category
  ➢ Include documentation showing computer specifications
  ➢ Retain all original invoices for your grant files

Payment Summary –

This form is where you track the use of both LSTA and local funds.

List expenditures by budget category and use exact costs. Be sure that the match requirement is calculated correctly. Note the addition of a QUANTITY column. ***Be specific as to the number of hours worked, number of items purchased, etc.*** *(e.g., 22 Computers, 13 hours of IT support, etc.).*

If you were awarded funding for computers, attach documentation that shows the specifications of the computers purchased. We will use this to ensure minimum specifications set by the State Library has been met. Note, the minimum specifications may have been waived during application review. If you are unsure if this is the case for you, give us a call.

This documentation should be a copy; retain the original invoices for your files.

It is generally best if purchases are paid directly to the vendor and **NOT** reimbursed to the project director or some other library staff person

Report Requirements

o **Payment Summary – Reporting personnel costs**
1. Personnel in Category
2. Services performed in Description
3. Hours worked in Quantity
4. Library position in Invoice
5. Dates of service span in Date
6. Name of staff as Vendor
7. LSTA portion of total in LSTA Funds
8. Local match portion of total in Local Funds
9. Wages paid in Total

Budget Category	Description of item or service	Quantity	Invoice Number	Invoice Date	Vendor	LSTA Funds	Local Funds	Total
Personnel	Computer Installation	15 hours	827	October 2016	Jane Smith	$352.27	0	$352.27

If your award included Personnel, be sure you keep timesheets tracking personnel hours. Libraries using funds to pay for additional staff hours need to maintain in the grant folder documentation that shows the time paid to employee was spent solely on grant project tasks and not part of their regular hours. A copy of the timesheets should be kept in your grant folder. They should be signed and dated by the staff person to confirm the hours worked.

Remember, you should include TOTAL personnel costs here: salary, wages and benefits.

Report Requirements

o **Travel Costs Not Part of Services**

> Keep track of date, location, purpose, miles and miscellaneous expenses for each trip

> Totals should be transferred to the Payment Summary based on how they were paid (weekly, monthly, quarterly, etc.)

> Costs attributed to LSTA <u>cannot</u> exceed the State of Missouri travel guidelines —this rate may fluctuate within the grant period

Keep a log for mileage reimbursement payments. The log should include the date, location, purpose, number of miles traveled and miscellaneous costs for each trip.

Totals should be transferred to the Payment Summary based on how they were paid (weekly, monthly, quarterly, etc.) **Include the number of miles and a description of any miscellaneous items in the "Description of item or service" column**

Travel costs attributed to LSTA <u>cannot</u> exceed the Missouri Office of Administration's travel guidelines—this rate may fluctuate within the grant period. It is currently .37 per mile. If your library reimburses mileage at a higher or lower rate do the following:

•For Lower, you can claim the full amount as an LSTA expense

•For Higher, you can claim up to .37 per mile for LSTA and the remainder should be funded and recorded as a local expense.

Travel fees for contracted technical support, if charged, comes under *Services* and should be <u>included</u> as part of the person's total fee.
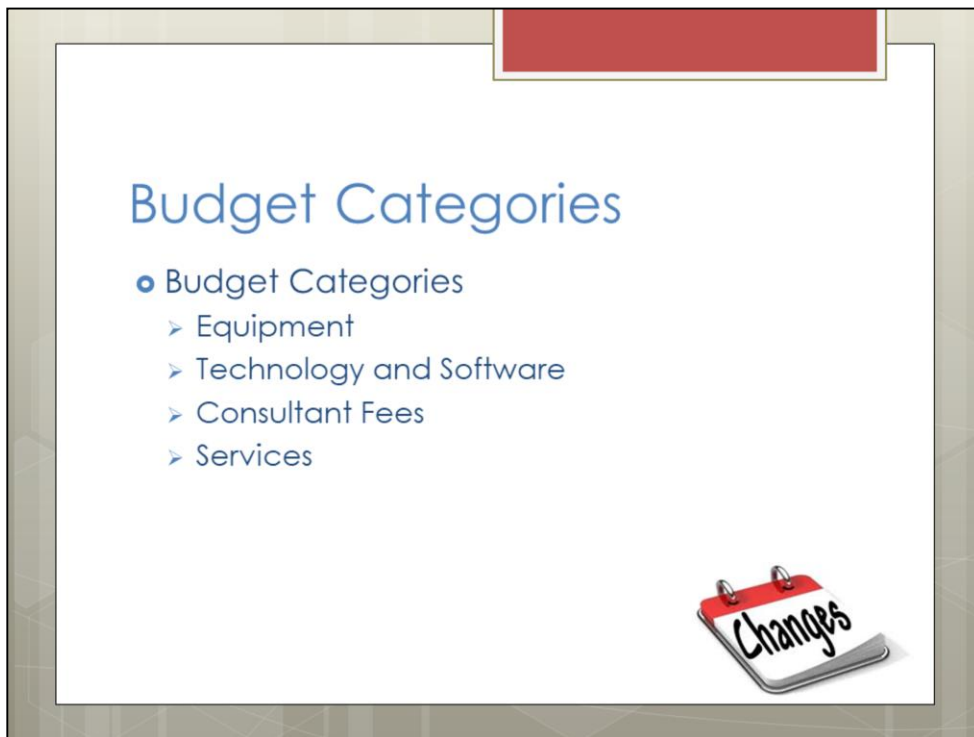
Please note there are changes in the way that Equipment and Technology and Software will be reported as well as Consultant Fees and Services.

Equipment is defined as items with a single unit cost of $5,000 or more. A 25% minimum local match required. There is a 50% local match required for items with a per unit cost of $10,000 or more.

Technology and Software is defined as hardware such as computers, printers, whiteboards; and software such as print/time management or office production. A 25% minimum local match is required.

Consultant Fees are expenses related to acquiring the services of an outside consultant for the **management, oversight and administration of the LSTA project**. Costs may include consultant fees, travel, lodging, and support services hired directly by the consultant.

Services is for services provided by a third-party contractor or vendor for expertise **other than** managing the project. Examples of services include training providers, program presenters, and outside IT support.

Report Requirements

o **Procurement Certification**

> Needed when the cost of an item or set of items meets <u>your</u> institution's large purchase criteria

> **State Guidelines:** Over $3,000 in the aggregate

PROCUREMENT CERTIFICATION: details the bid process. State guidelines require the completion of a procurement certification when the cost of an item or set of the same item is over $3,000 in the aggregate. **However, if your agency has a more stringent bid threshold than that, you must complete the procurement certification for items that meet YOUR level.**

Aggregate: The sum of the purchases of a single item or set of items. (For example if you are purchasing 3 computers at $1,001 each, the bid process will take place and the need for the procurement certification will take place.

For purchases of equipment over $3,000 in aggregate—Report the price quote you obtained through:

1. Informal Method – The informal method is requests for proposals from three or more sources obtained through fax bids; telephone bids; catalog comparison; Internet web pages, or e-mail bids.

OR

2. Formal Method – Where the bid is advertised publicly , sealed bids are received and a fixed-price contract awarded to "The responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price."

OR

3. If equipment or services are purchased through the State Contract, you are not required to obtain additional bids from other sources. Information regarding the Cooperative Procurement Program is available at https://oa.mo.gov/purchasing/cooperative-procurement-services l. **Indicate in Section Number Two on the Procurement Certification form that the item or items were purchased through the State Contract.**

If only one proposal is acquired, the library must show that there is only one source for the product, or a solicitation of price quotes failed to produce a list of interested vendors. Keep all printouts and/or photocopies of quotations on file at your library; send us only the Procurement Certification form.
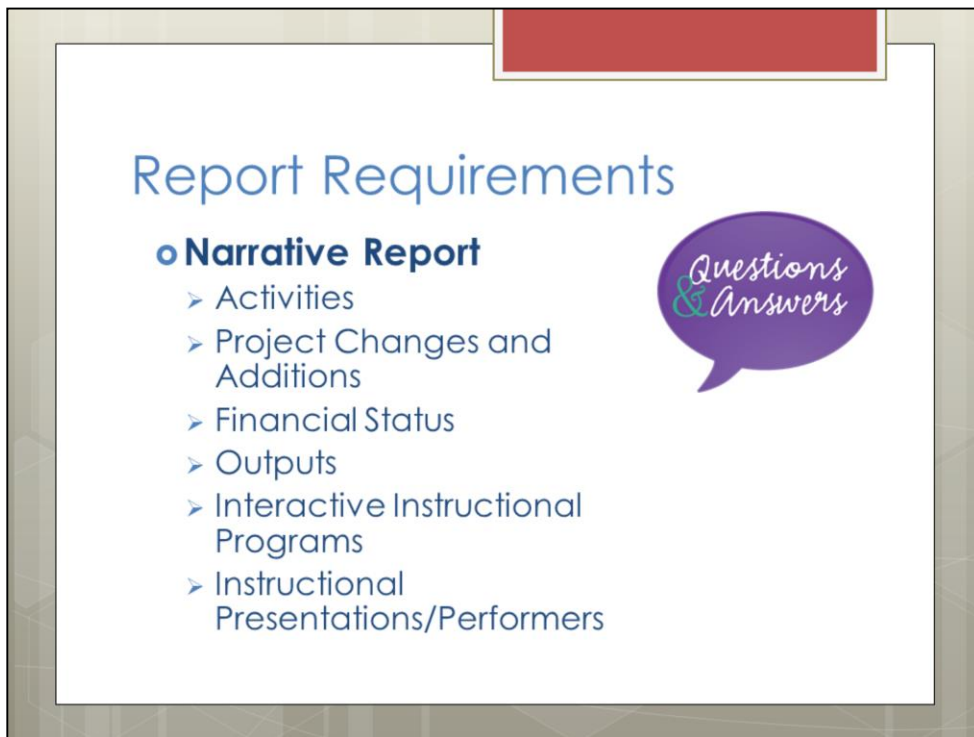
Answer all questions on the program narrative. Currently the single audit requirement threshold is $750,000 expended in federal funds during the fiscal year of the grantee – City, Public Library, University, School District, etc.

ACTIVITIES: Describe what the library did during the funding period (implemented, created, accomplished). Discuss how these activities contribute to meeting the needs of the target audience.

PROJECT CHANGES and ADDITIONS: Explain any variations from the original grant application that took place throughout the project. For example: What problems, if any, were encountered in implementing the project plan, and how were they resolved? Were there any issues with the timeline? Document how the State Library was informed of and approved any major changes in the scope.

FINANCIAL STATUS: Describe any variations from the approved budget. Were all funds spent? Is there a need to adjust the budget via a formal amendment?

OUTPUTS: Using the evaluation tools indicated in the original grant application, what output measures can be identified that show evidence of service delivery? (The things you can count.) How do these measures compare to the baseline data gathered prior to the project?

INTERACTIVE INSTRUCTIONAL PROGRAMS: If applicable, describe any interactive instructional programs offered during the reporting period. These programs include formal interaction and active user engagement. Please note: each program needs to be reported separately using the format provided on the forms.

INSTRUCTIONAL PRESENTATIONS/PERFORMANCES: If applicable, describe any low or no interactivity Instruction presentations or performances offered during the reporting period. Please note: each presentation or performance needs to be reported separately.
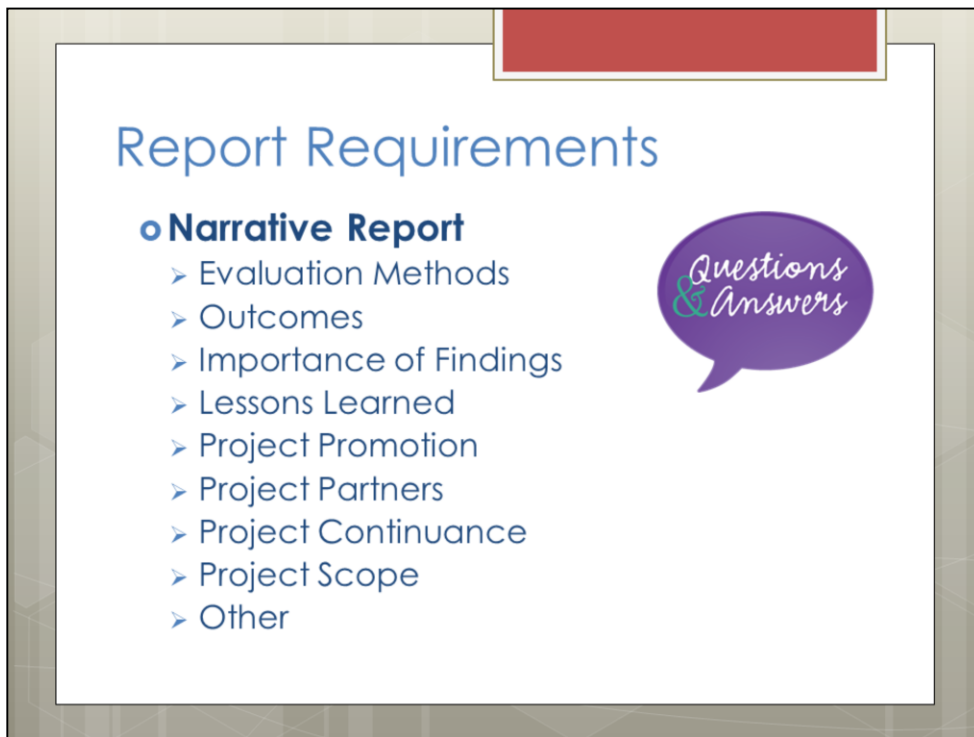
EVALUATION METHODS: Check the evaluation methods that the library used to help assess the project's impact. If a survey was used, please include a blank copy of the survey with the Final Report.

OUTCOMES: Using the mechanisms indicated in the original grant application, what outcomes can be identified in the people served by this project**? If a survey was used, please <u>summarize</u> the results.** This includes changes in behavior, skills, attitudes, conditions, status, etc. Identify the overall impact the project has had on the library, the individuals served and the community

IMPORTANCE OF FINDINGS: Briefly summarize the importance of the outputs, outcomes, and/or other reported results.

LESSONS LEARNED: Describe any significant lessons learned for others wanting to adopt any facet of this project.

PROJECT PROMOTION: In general, how was the project promoted within the library and community and how effective were each of the efforts? In particular, what attempts were made to attract previously underserved audiences to the Library and what were the results? Also indicate how the community was informed this project was funded through an IMLS-LSTA grant. Attach copies of the promotional efforts: newspaper articles, flyers, brochures, etc. The suggested acknowledgement is "The project was made possible in part by the Institute of Museum and Library Services and Technology Act as administered by the Missouri State Library a division of the Office of the Secretary of State". **Please do not forget to implement the funding acknowledgement when promoting the grant on Social Media.**

PROJECT PARTNERS: If applicable, this is where you will provide a list of all project partners, **be sure to include city and state, please do not omit this information**

PROJECT CONTINUANCE: Do you anticipate continuing this project after the funding period ends? Please describe.

PROJECT SCOPE: Will the scope of the project change following the end of the funding period?

OTHER: Other comments as appropriate.

Report Requirements - Statistics

o More Detail on Outputs

- Items purchased
- Circulation counts
- Interactive Instructional Programs
- Instructional Presentations/Performances

There are now additional report requirements for describing OUTPUTS (aka statistics). Outputs are the things you count that can provide statistical evidence that something took place.

You need to specify the number of computers purchased, the number of books purchased etc. on the payment summary. In the report you will be asked to provide circulation statistics for any collection development materials you purchased as part of the project. You must also provide additional information on programs offered.

- Question about **Interactive Instructional Programs** – these are programs that include formal instruction and active user engagement such as hands-on activities. You are asked to provide the Name of the Program, Program Location (where it was held), Program Length, Number of Times the Program Was Offered, Total Attendance at the programs, and a description of Program Activities. You can group similar programs and report them in the aggregate. For example, you may have held weekly story times for a total of 10 sessions with a total attendance of 256. (An average of just over 25 per session.) You would then describe what took place in general terms. Such as, at each event two stories were read relating to the theme "Ready, Set, Read!" and the children participated in complementary crafts, games and songs.

- Question about **Instructional Presentations/Performances** – these are programs where there is formal instruction, but little or no attendee interactivity beyond Q/A sessions. You are then asked to provide the same information as you did for the Interactive Instructional Programs.

Note: This detailed information should be included in the final report

Prior Approvals and Amendments
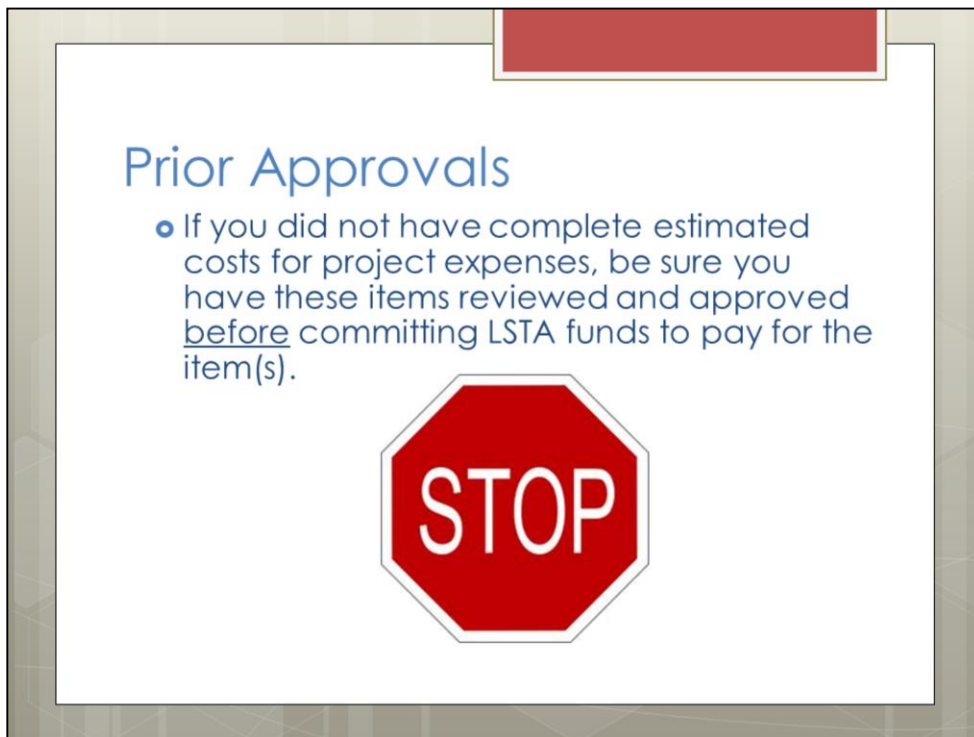
If you did not have complete estimated costs for project expenses, be sure you have these items reviewed and approved before committing LSTA funds to pay for the item(s). For example, if you didn't know for sure which computer model would be purchased, send us the description so we can make sure minimum specifications will be met or exceeded.

If you change make or model of a computer or laptop to be purchased through the grant, make sure the new model meets or exceeds minimum specifications set by the State Library. If you have any questions regarding this, feel free to contact either Jennifer Thompson, or myself. We will review them with you. We do not want to deny your funding after you have already purchased and installed the equipment for failure to meet the minimum specifications.

Likewise, if you did not have all your presenters identified for program-related grants, check with Becky Wilson or myself to make sure the topic to be presented is allowable under the LSTA Program guidelines.
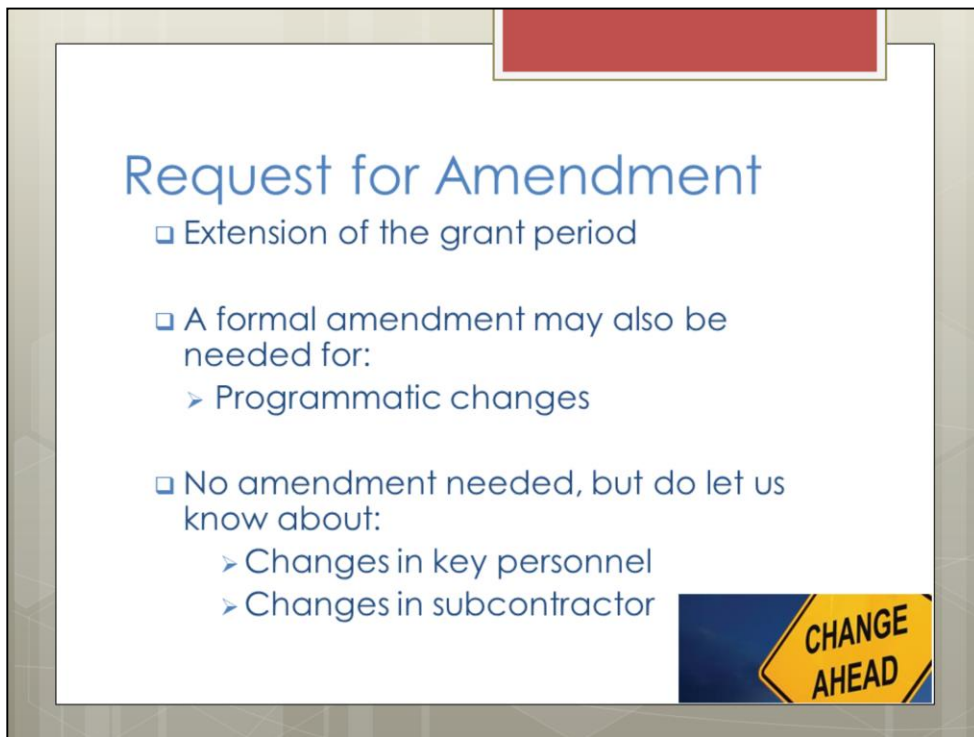
A formal amendment is REQUIRED for the following:

➤ Budget changes

- Moving over $500 between existing budget categories

- Moving any funds into a budget category <u>not</u> in the grant award

- Needing to use LSTA funds for items not specifically listed in your grant application. Note, if you listed craft supplies in your grant application, that is sufficient. An amendment is not required to specify you will be purchasing paper, paste, glue, etc.

- Requesting additional funds – MUST require AT LEAST $500 in LSTA funds before the request will be granted. Don't forget to apply any local match requirement for the new item(s). If you are unsure of the match requirement, give us a call or send us an email.

Financial issues are not the only reason an amendment may be needed…

Request for Amendment
- Extension of the grant period
- A formal amendment may also be needed for:
  - Programmatic changes
- No amendment needed, but do let us know about:
  - Changes in key personnel
  - Changes in subcontractor

An amendment is REQUIRED to extend the grant period.

A formal amendment is needed for significant changes in the project's scope or objectives.

An informal amendment is okay for minor changes in scope or objectives, such as a change in dates on when a presentation will be held. This can be handled through an email correspondence.

No amendment is needed, but let us know about changes in key personnel or subcontractor.

Request for Amendment

o Remember

  ➢ Changes must be approved before committing LSTA funds

  ➢ Do not assume you will receive reimbursement of local funds if you pay for something before the amendment is fully in place

Amendments

- Submitted <u>at least 3 weeks</u> before the end of the grant period

- Filled out completely including reasons for the change

- Must be fully executed before placing any orders, etc.
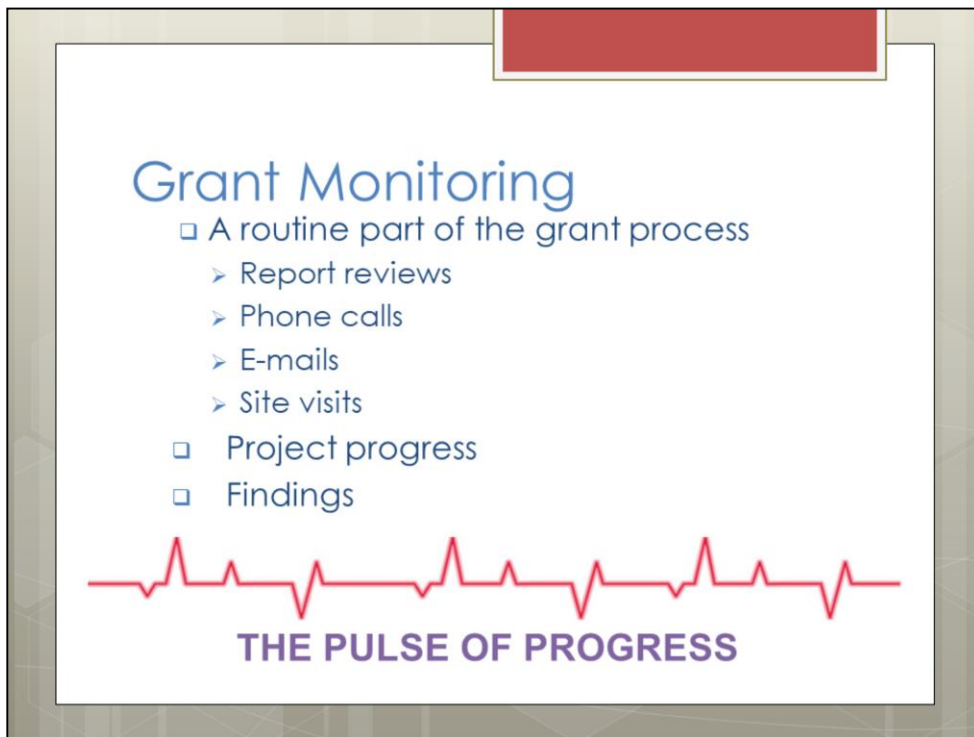
- Online on the Library Development Grant Programs site
http://s1.sos.mo.gov/library/development/lstagrants

Amendment requests must be

➢ Submitted <u>at least 3 weeks</u> before the end of the grant period

➢ Filled out completely including reasons for the change

➢ Must be fully executed (all signatures in place) before placing any orders, etc.

The form is available online on the Library Development Grant Programs site **http://www.sos.mo.gov/library/development/grants.asp#lsta** in the LSTA Grant Report forms section.

Grant Monitoring

Grant Monitoring

- ❑ A routine part of the grant process
  - ➤ Report reviews
  - ➤ Phone calls
  - ➤ E-mails
  - ➤ Site visits
- ❑ Project progress
- ❑ Findings

THE PULSE OF PROGRESS

Generally, 15% of grants awarded receive an onsite visit. We awarded 5 Digital Imaging grants, 4 Library Service Improvement grants, 12 Racing to Read grants, 7 Spotlight on Literacy grants, and 13 Technology Ladder Grants and 5 STEM grants, so we will be coming onsite to monitor at least 1 Digital Imaging, 1 Library Service Improvement, 2 Racing to Read, 1 Spotlight on Literacy grant, 2 Technology Ladder grants and 1 STEM grant. We choose the libraries based on experience of the library in managing grants, uniqueness or complexity of the program, interest in observing operation of the equipment first-hand, irregularities in correspondences, library request, and sometimes location or timing. If you are new to the grant process, the visit may occur early in the grant period so we can go over the library's grant management responsibilities. NOTE: It is important to have organized files as we consider this a good indication of your grant management style and effectiveness.

Contents of grant file:

You should have one file or a binder that contains all of the paperwork associated with your grant. This includes:

1. Original application

2. Signed copy of the Grant Agreement Standard Terms and Conditions

3. Signed copy of the Grant Agreement Form

4. Signed copies of the Certifications and Assurances

5. Signed copy of the Grant Acceptance Form

6. Payment requests

7. Interim and Final reports

8. Outstanding report and payment forms

9. Invoices

10. Market analysis documentation

11. Bid process documentation

12. Promotional materials

13. Evaluation measures: statistics, surveys, observation reports, etc.

14. Documentation of contacts with the State Library staff

15. Documents pertaining to an amendment, as appropriate

16. Payroll Documentation, if applicable

17. Travel Documentation, if applicable

Findings: If there are any irregularities found during grant monitoring you will be notified and we will work together to bring the project back into compliance with LSTA rules and regulation

Best Practices

- Create a file folder for <u>all</u> paperwork related to the grant (There has been a change in the MOSL Grant Agreement Standard Terms & Conditions under Records; from the termination of the grant period, files will have to be retained for 10 years now instead of 5 years).

- Monitor your budget on an ongoing basis

- Know what you need to count and why
- Baseline – stats from prior years
- Number of programs held and attendance
- Circulation statistics
- Be able to compare the stats and interpret how changes (or lack thereof) speak to project impact

- Monitor changes in your participants regarding skills, attitude, etc.
If you plan to use a survey, it MUST be reviewed and approved by the State Library before it is implemented. All surveys submitted with the applications may be assumed to be approved unless otherwise noted in your grant award packet.

- Periodically review your application to be sure you accomplished everything listed and in the timeframe desired.

Best Practices

❑ Watch for project changes

❑ Keep all original invoices, timesheets and travel logs

❑ Make copies of all forms you send

❑ Answer all the questions; fill in all the blanks

❑ File all reports on or before the deadline

•Watch for project changes, especially if they will require a formal amendment

•Keep all original invoices, timesheets and travel records in case you are audited

•Make copies of all forms you send to the State Library – just in case they get lost in transition

•Answer all the questions; fill in all the blanks

•File all reports on or before the deadline

Yes, you may submit the final report early if the project activities are complete and all evaluation measures have been gathered and analyzed.

Best Practices

Grant Writing and
Management Manual

http://s1.sos.mo.gov/cmsimages/LibraryGrantsTem
p/GrantsManual.pdf

You can find the Grant Writing and Management Manual on our website and I
have included the link in this slide.

Evaluation Measures:
Beyond the Numbers
o Observation
o Interviews
o Questionnaires or Surveys
o Focus Groups

•Observation – What do you SEE has changed

•Interviews – a good way collection stories that illustrate project impact and hear about unexpected benefits.
　　　oHow you can HEAR about changes

•Questionnaires or Surveys – guided input sought from library staff and/or patrons in evaluating the project
　　　o How you can READ about changes

Staff documentation and observation combined usually produce some very helpful insights.

- If you record computer issues in a log or through observation, did you notice a difference in computer dependability? Less down time? That will show a more reliable network.
- Was wait time reduced or eliminated during traditionally high peak times? That can show the new computers helped to meet patron demand.
- Did you experience fewer patron complaints about the network?
- ➢ All of the these can help show improved customer service satisfaction.

Focus Groups– can be especially helpful if you have a specific target audience in mind.

Questions

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TOLL-FREE NUMBER: 800-325-0131

Don't hesitate to contact us if you have any questions about how to manage the grant.

When you exit today's session, you will be prompted to complete a short survey. Please take the time to do so. This helps us to know if our sessions are helpful, and how we can improve them.